

✓ MAY 1979

DD/A Registry

File Medical

MEMORANDUM FOR: Executive Officer to the DDA

FROM: James H. McDonald
Director of Logistics

SUBJECT: Smoking Regulation

Bob:

1. Attached is the proposed Headquarters Notice on smoking which implements the GSA regulation on this same subject. This notice was provided on 12 April 1979 in draft to all directorate support officers and the DCI Admin Officer for comments. On 26 April, I again met with these officers and, during ensuing discussion, it was apparent that there were no significant problems with issuing the notice. Only two points were raised:

a. OCR suggested that smoking be permitted in designated areas of libraries if the areas were open, whether stack or non-stack areas; and

b. Smoking be permitted in conference rooms if all persons attending the meeting were polled and had no objection.

2. The first point raised is acceptable, and the attached draft reflects this. As you know, there was considerable discussion on the second point, including the DCI's comments on the original GSA draft notice. I also discussed this with the DDA and recommended that we not deviate from the GSA regulation, and he concurred in the policy of no smoking in conference rooms.

3. In view of the above, I would consider this notice as being fully coordinated and should be issued by Regulations Control Branch without change.

Signed: James H. McDonald

James H. McDonald

Att

OL 9 1729

Approved For Release 2004/05/12 : CIA-RDP83-00156R000300050118-0

ATTACHMENT

Approved For Release 2004/05/12 : CIA-RDP83-00156R000300050118-0

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SMOKING IN AGENCY-OCCUPIED BUILDINGS AND FACILITIES

1. A policy on smoking in Federally controlled buildings has been under review for almost a year. A preliminary regulation, published in the Federal Register early in September 1978, has been reviewed by this Agency, as well as by other elements of the Government, in an effort to provide an equitable balance between the rights of smokers and nonsmokers alike. As a result of considerable thought and negotiation, the following regulation is based on Title 41, Code of Federal Regulations, Part 101-20.109-10, dated 16 April 1979.

2. Effective , smoking will be prohibited in the following places:

a. Auditoriums, classrooms, conference rooms, and elevators. "No Smoking" signs will be posted inside, and receptacles for smoking refuse will be placed outside the entrances.

b. Shuttle vehicles.

c. Areas where there are flammable liquids, gases, and vapors and all locations where there is a collection of readily ignitable combustible material.

d. Libraries, except in the open areas specifically designated as "Smoking" areas.

e. The "No Smoking" areas established in cafeterias and identified by appropriate "No Smoking" signs.

3. Employees occupying a private office are authorized to designate that office as a "No Smoking" area.

4. Smoking in open work spaces may be allowed, and supervisors should plan work space so that employees who desire "No Smoking" areas can be accommodated provided:

a. Efficiency of work units will not be impaired.

b. Additional space will not be required.

c. Costly alterations or procurement of additional office equipment will not be necessary.

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5. In medical facilities, smoking will be restricted to waiting areas, staff lounges, private offices, and specially designated areas. Waiting areas will be divided into "Smoking" and "No Smoking" sections whenever possible.

6. Approved signs will be conspicuously placed alerting employees to areas designated "Smoking" or "No Smoking." Additionally, "Thank You For Not Smoking" tent card signs will be available in Agency supply rooms for employees wishing to display them in private offices.

7. Every effort will be made to accommodate the personal desires of individuals in line with reasonable and effective management of the Agency. I'm sure we can maintain a fair and equitable program in keeping with this Federal regulation on the basis of mutual respect and concern for the desires and welfare of one another. With the good faith and cooperation of each employee, the Agency will have an effective program to control smoking in our buildings and facilities.

Don I. Wortman
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES